

## Mini Mite Jamboree Jamboree

March 1<sup>st</sup>-March 4<sup>th</sup>



Mite, U8

### 2012 Volunteer Overview

All workers should show up 10 minutes early and have the prior shift explain job responsibilities. If you have further questions, please direct those questions Ron Odash at [mwhafundraising@gmail.com](mailto:mwhafundraising@gmail.com) or 952-261-9765.

**Clock Keeper/Announcer:**Clock: Running the game clock. Press the buzzer every 2:00 minutes and stop time in between. For Termites, start clock when the 2<sup>nd</sup> (last) team puck drops, not the 1<sup>st</sup> team, to ensure both games get a minimum of 2 minute periods.**Announcing:** Announce players and teams for games. Play music and make special announcements on behalf of the Jamboree Committee. Announce Chuck-A-Puck game & winners between games. Announce individual players when they receive medals from their coach – present two teams at a time, and alternate between teams to keep it moving. Provide a listing of the team’s names to the coach in advance so they can line up the children in the same order as they’ll be announced. (See Announcement Document for details of Jamboree Committee announcements.)The EMT is available and nearby to assist you with the clock and moving rink dividers, if necessary.

**Chuck-A-Puck:** There will be one puck sign-up sheet to complete with each game. The puck **number** sold will be listed on the sign-up sheet. Write the buyer’s **name** on the line that corresponds with the puck number they’re buying. Encourage kids to take a bucket up into the stands to sell pucks—they’ll sell more/faster than waiting for people to come to the table. The MWA Mites, Termites & U8 Teams will be competing during some of the games this year to sell the most pucks, and a prize (\$10 to each player) will be awarded to the team who sells the most over the Jamboree. Make sure you put the name of the Team selling pucks on the sign-up sheet. Utilize refs to determine which puck is closest to the middle, and have them place pucks back in bucket. Deliver bucket to the Chuck-A-Puck table for the next game/volunteers to use.

**Announcers and Chuck-A-Puck:** at the end of each game, instruct the refs to clear the ice of kids and coaches. Close the doors. Then have the announcer invite everyone to Chuck their Pucks to the center of the ice. While that is occurring, the Chuck-A-Puck worker should take the Chuck-a-Puck Sign Up Sheet (where buyers put their names by puck numbers) to the Announcer. The puck that is closest to the very center of the ice wins 1/2 the money. Have the refs determine who the winner is, then take that puck to the announcer to announce. Refs will

pick up all the pucks and place them back in the bucket. Announcer needs to write in winner's puck number, name and amount of money won on the sign-up sheet. Return the puck bucket to the table for the next game. Wait at table for winner to come up, and pay them 1/2 the amount taken in. Place money and sign-up sheet in the envelope. A Jamboree finance person will come by to pick up remaining money periodically.

Concessions: Arrive 10 minutes early and have the shift prior show you around, if need be. Sell and collect money for food. There are instructions in the kitchen area explaining the microwave and hot food items. Wash your hands before you begin. General guidelines: no children under 16 years of age are allowed in the Concession Stand.

Clean-up: General: Duties consist of overall cleaning maintenance for Thaler Arena and the Pond. Hustle through the stands with the brooms and pick up any garbage (wrappers, cups, papers, etc.) lying in the seats, stairs, aisles, bathrooms, etc. that everyone has left behind after each game. Please make sure the locker rooms, bathrooms and lobby are checked for overflowing garbage, toilet paper, etc. and maintain upkeep during the games. They do not need to clean toilets, sinks or floors but should monitor paper towels and toilet paper in the bathrooms throughout their schedule. If they're low, let the Thaler or Pond Staff know. Supplies are locked up and only Thaler/Pond Staff have access to them...but our job is to let them know when supplies are low. Cleaners should also empty the garbage bins since they tend to fill up quickly with this size crowd. Cleaners need to go through the Locker Rooms throughout their schedule, as well, to pick up garbage. There will be a constant flow of kids throughout the Locker Rooms, so don't wait until they are empty. You will have access to the brooms and garbage bags and any other supplies. If the Silent Auction areas have empty boxes, break down/flatten the boxes and take them out to the dumpster behind the Arena (or ask the Thaler/Pond staff where to take them.) Keep control of children in arena and make sure that any disruptive kids are asked to stop. Last night event duties: Sunday night, vacuum the Silent Auction room at Thaler and make sure it is spotless and clean. Empty the trash containers in the Silent Auction room. Clean out debris from closet in Silent Auction room. Remove the locker room assignment sheets on the outside of the locker rooms. Check outside the arena and remove any large debris on the sidewalk area in front of the arena.

Registration/Information Table: Help teams and give information to all Team Coaches at beginning of tournament. Hand out programs to all attendees. Remind everyone who comes in where the major events are: locker rooms for changing, silent auction room, skills games inside the ice arena, etc. They should think of themselves as the "marketing arm" of the Jamboree.

Silent Auction: Monitor Silent Auction space and answer any questions. Ensure merchandise is not tampered with during Auction. Duties are to monitor room and make sure merchandise doesn't get stolen; ensure pens are available for people to write in bids; ensure bid sheets are available for each item, if a bid sheet fills up need to get another; etc. Collect bids/money for silent auction baskets & items on Friday and Saturday. Silent Auction bids are closed on Saturday night, and Sunday's activities involve "running" for items when individuals stop by to pay for their items. See Silent Auction team member for further directions.

Skills Games: Duties include collecting money, selling wristbands and game tickets, monitoring games, tracking number of tries per ticket. Tickets will be sold at the Skills Game table. Tickets are exchanged for a specific number of "tries" or attempts at each game. Wristbands will be sold for unlimited tries. Collect money and place it in the money box provided. Signs will be available confirming Games rules and ticket prices. Only one player at a time can play the games. Keep control of children in line and make sure that any disruptive kids are asked to stop. Money will be to picked up periodically. **Make sure you stop the Games during the playing/singing of the National Anthem out of respect for our Country.**

**All workers: Site management and kid monitoring is part of everyone's duty. Keep an eye out, and stop kids from running around. (chuckles :)... We'll do the best we can!)**

## **Mound Westonka Hockey Association**



[westonkahockey.org](http://westonkahockey.org)